

FILE DFM 2-1

DD/S 68-0967

25 FEB 1968

MEMORANDUM FOR: Director of Personnel  
Director of Finance

SUBJECT : Positions Involving Finance Duties

REFERENCE : IG's Report of Survey of the Office of Finance

1. Please note the instructions originated by [redacted] Chief, Clandestine Services Personnel Staff (copy attached). The Director of Personnel is requested to advise the Chairman, Overseas Candidate Review Panel, and through him the officers on the Panel, of the suitability to handle the funds evaluation requirement.

25X1

2. The Director of Finance is requested to follow-up with Mr. [redacted] on the positions identified as incorporating Class B and Class C finance duties.

25X1

3. D/Pers and D/F are requested to advise this office by 11 March 1968 whether both elements in [redacted] instructions are in fact working satisfactorily.

25X1

(signed) John W. Coffey

John W. Coffey  
Assistant Deputy Director  
for Support

Att

Cy of Routing Sheet dtd 21 Feb 68 to CS Components  
& Pers Officers fr C/CSPS, above subj; w/its atts

cc: Chief, OP/CSPS

ADD/S:JWC/ms (26 Feb 68)

Distribution:

Orig - D/Pers, w/Att

1 - D/F, w/Att

1 - DD/S Chrono

1 - DD/S Subject, w/Att (DD/S 68-0880)

(Note on Transmittal Slip to C/OP/CSPS:

"Thank you for your advice on CS action."

See our further action, per the attached.

Please let us know when the revision of

[redacted] is to be effective.")

25X1

MORI/CDF Pages 4 and

5

Approved For Release 2006/06/12 : CIA-RDP84-00780R002100170015-7

**MEMORANDUM FOR:** Mr. Coffey

The attached outlines action being taken  
to assure that CS personnel assigned to  
finance duties are suitable and qualified.

We are in process of revising and updating  
[redacted]

STAT

[redacted]  
C/ CSPS

STAT

21 February 1968  
(DATE)

2013 68-2850

 UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Positions Involving Finance Duties

FROM:

Chief, CSPS  
GG-10, Hqs.

EXTENSION

NO

DATE

21 February 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C 5 Components

2.

Per. Officers

3.

4.

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15.

Your attention is directed to the attached Memorandum outlining Inspector General's recommendation concerning personnel assigned Class B and Class C finance duties.

It is requested that you submit your report, identifying those positions involving Class B and Class C finance duties, not later than March 1, 1968. The information reported should include Location of Position, Position Number, and Present Incumbent.

In the future, Requests for Overseas Evaluations (250a) should include under COMMENTS the fact that position to be occupied involves finance duties and the individual meets, or will meet by departure date, requirements as to qualifications, training, and experience set forth in 25X1 24 May 1960 (copy attached).

Chief, Clandestine Services  
Personnel Staff

25X1

**SECRET**

DD/P 8-0600

DD/S 68-0637

9 February 1968

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Inspector General's Report of Survey  
of the Office of Finance

1. In his recent routine survey of the Office of Finance, the Inspector General recommended that action be taken to ensure that all personnel assigned Class B and Class C finance duties are vetted for suitability and qualified by training or experience. I believe we can together achieve some improvements.

2. The Overseas Candidate Review Panel (OCRP) can assist by considering suitability to handle funds as it routinely reviews candidates who will be assigned such duties at these posts. I have requested the Director of Personnel, whose representative chairs the Panel and who is responsible for reviewing its findings, to initiate mechanical arrangements to accomplish this objective.

3. While I do not believe we have a widespread problem concerning qualifications of these assignees, the IG Survey stimulated a review of the present procedures. It appears that the system might be strengthened in a number of ways. The Clandestine Services positions involving finance duties to which "D" personnel are assigned should be specifically identified so that the qualifications of nominees can be verified prior to approval. Reissuance and updating of [redacted] dated 24 May 1960, would seem advisable. The Director of Personnel, the Director of Finance, and appropriate officers of your Directorate can readily work out the details.

25X1

4. I feel certain that you agree with the importance of each of the above objectives, and it would be appreciated if you would so advise your staff officers.

25X1

[redacted]  
Deputy Director  
for Support

cc: Director of Finance  
Director of Personnel

**SECRET**

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declassification

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